

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100200009-6

		18	17	16	15	14	13	12	11	9	8	7	6	5	4	OTHER	TOTAL		
1	MS	9	23	51	82			74			24			8	8		298		
2	OC (R+10)			320	400								80						
3	"			1	4	32								6					
4	Program Call			50		48	20	72				8		20					
5	"		4		120							2							
6	"			16			80		80					8					
7	"			12	12	12	12	12					2						
8	"		12		1040							12							
9	Program Review			24	24	40	160	40				4							
10	"			40		16	12	24				9		10					
11	"			240	240	240						20							
12	"					376						8							
13	SSS (Program Call)			16	40			60						30					
14	"					120						24							
15	"					40													
16	"					3													
17	OTR			2	5	1	2							1					
18	"			8	16	10		12		4	8								
19	"						80	40							2				
20	"				2	8	8		12		40	9		3					
21	"							10						2					
22	"				1	3						1							
23	"					30	28	8	2			4	6	1	1				
24	DS	1	1	2	10	40						10				1049	1113		
25	"																		
26	"																		
27	OF				16		16		9					16					
28	"				1		20	12	10					1	1			45	
29	"				8	8						1							
30	"				8	1			3			1							
31																			

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[illegible]

		18	17	16	15	14	13	12	11	9	8	7	6	5	4	TOTAL	
1	MS	8	23	51	82			74			24			8	8	258	1
2	OC		16	383	1760	1164	284	148	80			123	82	44		4084	2
3	JSS			16	43	163		64				24	30			333	3
4	OTR			11	76	47	98	65	12	4	48	13	7	8	1	340	4
5	OS + 1,849 mo.	1	1	2	10	40						18				1113	5
6	OF	8		1	49	13	36	12	21	3		3	3	17	1	168	6
7	OL		16	64	101	239	108	89	54	52	38	12	43	28	24	862	7
8	OP (NONE)																8
9																	9
10																	10
11	1,049	17	66	528	2118	1666	520	438	1641	59	110	185	165	105	34	7230	11
12																	12
13																	13
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31																	31

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
OFF	OFF	PAGES	COPIES MADE	DISTRIBUTION (COMPARANTS)	SUB-TOTAL MAN-HOURS	TOTAL MAN-HOURS	SUB-TOTAL MAN-HOURS	TOTAL MAN-HOURS	SUB-TOTAL COSTS	TOTAL COSTS	SUB-TOTAL COSTS	TOTAL COSTS	SUB-TOTAL COSTS	TOTAL COSTS	SUB-TOTAL COSTS	TOTAL COSTS	SUB-TOTAL COSTS	TOTAL COSTS	SUB-TOTAL COSTS	TOTAL COSTS	SUB-TOTAL COSTS	TOTAL COSTS	SUB-TOTAL COSTS	TOTAL COSTS	SUB-TOTAL COSTS	TOTAL COSTS	SUB-TOTAL COSTS	TOTAL COSTS	SUB-TOTAL COSTS	TOTAL COSTS
1	1	8	11	3																										
2	1	4	2	3																										
3	1	"	2	3																										
4	1	Program	2	2																										
5	1	"	2	1																										
6	1	"	5	1																										
7	1	"	1	1																										
8	1	"	3	1																										
9	1	"	2	1																										
10	1	Program Review	2	1																										
11	1	"	2	1																										
12	1	"	20	3																										
13	1	SSS	6	1																										
14	1	"	6	2																										
15	1	OTR	3	2																										
16	1	(3)	3	1																										
17	1	"	5	3																										
18	1	"	13	5																										
19	1	"	2	1																										
20	1	"	4	1																										
21	1	"	5	1																										
22	1	"	4	1																										
23	1	OS	4	4																										
24	1	"	10	1																										
25	1	"	1	1																										
26	1	"	1	1																										
27	1	IOF	5	2																										
28	1	"	4	1																										
29	1	"	2	1																										
30	1	"	2	1																										
31	1	"	3	1																										

		①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩	⑪	⑫
		PAGES	COPIES MADE	DISTRIBUTION COMMENTS		SUB-TOTAL MAN-HOURS	TOTAL MAN-HOURS	SUB-TOTAL MAN-HOUR COSTS	TOTAL MAN-HOUR COSTS	SUB-TOTAL COSTS	TOTAL COSTS	TOTAL COST	
1	1 OF (cont'd)		2	2		7		6580					1
2	1		3	1		3		2247					2
3	1		3	1		9	167	12661	156811	126811	156811		3
4	1 OL Program Call		10	3		120	✓	950	✓				4
5	1		5	3		45	✓	56404					5
6	1		4	4		14	✓	13820					6
7	1		6	2		27	✓	18414					7
8	1 New Bud		2	1		76	✓	775					8
9	1 Program Call		3	3		242	✓	153274					9
10	1 Program Call		3	2		28	✓	23916					10
11	1		3	2		280	✓	282560					11
12	1 Budget		2	1		6	✓	4401					12
13	1 Program Call		2	2		17	✓	6020					13
14	1		3	1		1	✓	1328					14
15	1 14 Office Estimate by 2 mail		12	3		5670	✓	6030	732629	732629	732629		15
16	1 Budget Estimate		2	2		18	✓	14023					16
17													17
18													18
19													19
20	OP												20
21													21
22													22
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31													31

SECOND SPREAD SHEET
TO DISTRIBUTE DDS TOTAL
ACCORDING TO PPB
GUIDANCE ON
REPORTS TO EXCLUDE

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	Intra-agency		Inter-agency		OPPB		TOTAL		
	NO	✓	NO	✓	NO	✓	NO	✓	
✓ OL	-	-	228	31602730	3	1785137	241	33388367	1
✓ OTIR	2	62810	171	11481460	7	1347030	181	13091300	2
✓ SSS	3	1760296	12	1722128	11	496267	26	3978991	3
✓ OMS	-	-	24	1107270	3	165900	27	1373170	4
✓ OS	4	363721	116	10204795	8	6749482	128	16717998	5
✓ OF	1	1645	67	23855489	9	2044321	77	24901458	6
✓ OP	4	419864	190	54182669	5	1353183	199	55955716	7
8	24	300212	796	26414462	5	1038392	846	29752936	8
9									9
10 TOTAL	38	2908428	1594	162571293	52	13880215	1684	1179359936	10
11									11
12									12
13									13
14									14
15									15
16									16
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30									30
31									31

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Anal for security set at \$ 8,000 ✓

7.5% of \$ 105,700 ✓

base cost equals 167,179 reported in 03
inventory less cost 8,000

Categ. $\left\{ \begin{array}{c} 9 \\ 5 \\ \hline 4 \end{array} \right.$

15,877.

66,268

82,145

127,179.98
105,000
22,179.98

11

STAT

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Reports Meeting vs Conf Room
Thurs.
28 Jun 71

STAT

[Redacted]

SSS

[Redacted]

GF 308 Bill

O/M

STAT
STAT

[Redacted]

O/M

[Redacted]

O/sec

O/sec

O/Log

O/TR

STAT

- Harry

O/Fin

STAT

[Redacted]

O/C

- Bob

O/Pers.

Weekly Report -

[Redacted]

SSS

Types of Reports

Annual Report
Highlights of Annual Report
Program Call
Report of Significant Accomplishments

15 Mar - Prelim Report
1 Apr - to PPB

underline in Red
underline Blue

eliminate
changes in frequency

FUNCTIONAL OFFICE	TOTAL REPORTS (1)	MANUAL REPORTS (2)	COMPUTER REPORTS (3)	INTERNAL REPORTS (4)	EXTERNAL REPORTS (5)
OFFICE of COMMUNICATIONS OCS and COSTS	177	51	16	50	27
OFFICE of PERSONAL	58	151	659	781	24
SUPPORT SERVICES STAFF	26	16	10		
OFFICE of MEDICAL SERVICES	27	23	4		
OFFICE of TRAINING	181	152	29		
OFFICE of SECURITY	128	77	49		
OFFICE of LOGISTICS	241	145	76		
OFFICE of FINANCE	<u>199</u> 1684	<u>158</u> 785	<u>41</u> 899	118	40

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MANUAL REPORT COSTS	COMPUTER REPORT COSTS	MANUAL COMPUTER INPUT COSTS	TOTAL COSTS	MANUAL REPORTS MAN-HOURS	COMPUTER REPORTS MAN-HOURS	TOTAL MAN HOURS
13879065	698189 524563	9779641	24376895 524563 24901488	17012	10355	27367
8759539	9405907 2750-	11312570	29477936 2750- 29752936			
3130862	726207 NONE	121922	3978991	761	121	1382
1278770	6400 NONE	288000	1573170	567	112	679
11464400	252220 1000-	1274680	12991300 1000-	15942	3552	19277
8752818	7965180 NONE	1000-	16717978			2520698
11890731	20989536 5381-	-	32850267 5381- 33388367			59186
400187-	4837016 111000-	-	44855716 111000-			
99174885	57388218	22796833	179359936			

OTR

SIWA - School of Intelligence & World Affairs
ISS - Instructional Support Staff
LS - Language School
OS - Operations School
SAS - Support School
OTG - ?
DTS - ?
CTP - Career Training Program
EA - Executive Assistant

S E C R E T

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OTR

PLT #

RETENTION

PROJ

COM RPT

RPT #	DESCRIPTION	MACH	PROG #	DIST	FREQ	FORM	PT	PRG	OFF	VR	RC	CL	NO	H M H M	SEQ #
600A	EDITED DICT TRANSACT		EP600A	Q	143	1						T5	27191		19780
600B	FRPOR DICT TRANSACT		EP600A	Q	143	1						T5	27191		19800
600C	COUR/DICT BY TITLE		EP600B	S	116	2						T5	27191		19840
600D	COUR/DICT BY NUMBER		EP600B	S	116	2						T5	27191		19860
600E	FACILITY/DICT-TITLE		EP600B	S	116	2						T5	27191		19880
600F	FACILITY/DICT-NUMB		EP600B	S	116	2						T5	27191		19900
601A	ATR REG DATE/NAME		EP600E	S	143	4						T5	27191		20020
601B	ATR REG NAME/OFF		EP600E	S	143	3						T5	27191		20040
601C	ATR REG NAME/NUMBER		EP600E	S	143	2						T5	27191		20060
601D	ATR REG NAME/SD		EP600E	S	143	3						T5	27191		20080
601E	EXTERN DATE BY NAME		EP600E	S	143	3						T5	27191		20100
601F	EXTERNAL BY FACIL		EP600E	S	143	2						T5	27191		20120
601G	YR-END CONT LIST		EP600F	A	143	3						T5	27191		20200
601H	YR-END PURGE LIST		EP600F	A	143	3						T5	27191		20220
601I	FDP CRSFS BY DIR		EP600E	X06	143	7						T5	27191		20140
601J	INT/COMM OFF/NAME		EP600E	X	143	03						T5	27191		20160
601K	COURSE TITLE/SD		EP600F	A	143	3						T5	27191		20240
602A	ATR TRANS ERRORS		EP600C	Q	143	1						T5	27191		19940
602B	ATR U/D TRANS ERRORS		EP600D	Q	143	1						T5	27191		19980
606A	SCIENCE TRAIN GR/ALL		EP606A	SRB	S	SCLN	V	LM				T5	27191		20420
606B	SCIENCE TRAIN CR/ALL		EP606A	SRB	S	SCLN	V	LM				T5	27191		20440
606C	SCIENCE TRAIN ON DTY		EP606A	SRB	A06	SCLN	12	LM				T5	27191		20460
606D	SCIENCE TRAIN ON DTY		EP606A	SRB	A06	SCLN	12	LM				T5	27191		20480
606E	SCIENCE TRAIN SEPS		EP606A	SRB	A06	SCLN	12	LM				T5	27191		20500
606F	SCIENCE TRAIN SEPS		EP606A	SRB	A06	SCLN	12	LM				T5	27191		20520
611A	TR CTG TRANS ERRORS		EP612A	R	143	01	CB					T5	27191		20280
611B	TRAIN CTG DICTIONARY		EP612A	R	143	02	CB					T5	27191		20300
612A	INT TRAIN BY OFFICE		EP612B	R	143	01	CB					T5	27191		20340
612B	EXT TRAIN BY OFFICE		EP612B	R	143	01	CB					T5	27191		20360
612C	CTP TRAIN		EP612B	R	143	01	CB					T5	27191		20380

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S E C R E T

2	Coral	1	Yes	Do	Do
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Office of Training

(2)

Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Authority Source	Authority C. No.	Preparing Component	Federal Reports	Manual Reports Man. Hours	Cost	Computer Reports Man. Hours	Cost
OTR/OS 17	Speaker Evaluation Cards	1	2	2	As Needed	1	No							
OTR/OS 2	Speaker Evaluation Cards	1	2	5	Irregular	1	No							
OTR/OS 3	Membership of Staff Members on Comm.	6	2	1		1	No	DDS	69-1146	SIWA	28	14340		
OTR/OS 2	Membership of Staff Members on Comm.	6	2	1		1	No	DDS	70-3610	ISS	110	75840		
OTR/OS 11	Membership of Staff Members on Comm.	6	2	3		1	No	DDS		LS	1	1250		
OTR/OS 4	New Books Received	1	2	3		1	No	DDS		OS	1	865		
OTR/OS 19	List of New Books Rec. by Library	1	2	1	12	1	No	DTR	69-1146	SIWA	1	492		
OTR/OS 4	New Books Received	1	2	2	12	1	No	DTR		SIWA	1	607		
OTR/OS 3	Language School Accessions List	1	2	1	12	1	No			SIWA	30	123-		
OTR/OS 10	Library Accessions List	1	2	20	12	20	No			SIWA	12	3420		
OTR/OS 5	New Books Received	1	2	1	12	1	No			SIWA	3	1344		
OTR/OS 5	Reports Inventory Report	6	2	7	12	1	No			SIWA	12	5800		
OTR/OS 28	Reports Inventory Report	6	2	2	1	1	No	DDS	70-3600	SIWA	12	27-		
OTR/OS 7	OTR Reports Inventory Report	6	1	2	1	1	No	DDS	70-3600	SIWA	24	6720		
OTR/OS 10	Reports Inventory Report	6	3	2	Irregular	1	No	do	do	SIWA	60	768-		
OTR/OS 5	Reports Inventory Report	6	2	1		1	No	do	do	SIWA	12	10080		
OTR/OS 20	Reports Inventory Report	6	1	1	1	1	No	do	do	SIWA	5	3780		
OTR/OS 15	Reports Inventory Report	6	3	3	1	1	No	do	do	SIWA	12	10930		
OTR/OS 5	Reports Inventory Report	6	3	3	1	1	No	do	do	SIWA	61	89870		
OTR/OS 6	Card. #48 [redacted] was Read	7	2	1	Notist	1	No	do	do	SIWA	12	10240		
OTR/OS 6	Card. #48 [redacted] was Read by Staff	7	2	1	2	1	No	OS	HR	SIWA	11	5225		
OTR/OS 6	Card. #48 [redacted] (Employee Conduct) was Read by Staff	7	2	2	2	1	No	OS	HR	SIWA	29	27415		
OTR/OS 7	Business Provided to Other Agencies	1	2	2	1	1	No	do	do	SIWA	2	2-		
OTR/OS 4	Course Schedule Projections	1	2	3	1	1	No	OTR	HR	SIWA	2	9-		
OTR/OS 5	Course Schedule Projections	1	2	25	2	6	No	OTR	OTR-1	SIWA	2	560		
OTR/OS 5	Course Schedule Projections	1	2	16	2	2	No	do	do	SIWA	3	3180		
OTR/OS 5	Course Schedule Projections	1	2	3	2	1	No	do	do	SIWA	1	1572		
OTR/OS 8	Course Schedule Projections	1	2	5	2	1	No	do	do	SIWA	2	5720		
OTR/OS 9	Course Schedule Projections	1	2	11	2	2	No	do	do	SIWA	22	21820		
OTR/OS 3	Agency Training	3	2	2	1	1	No	do	do	SIWA	20	18040		
OTR/OS 7	Evaluation of OTR Training	3	3	6	1	2	No	do	do	SIWA	1	86		
OTR/OS 16	Language Training Report	3	3	2	1	1	No	do	do	SIWA	113	104630		
OTR/OS 8	Evaluation of OTR Training	3	2	5	1	1	No	do	do	SIWA	22	24890		
							No	do	do	SIWA	9	433		
							No	do	do	SIWA	1	650		
							No	do	do	SIWA	40	20920		

Office of Training
(cont.)
(3)

Contract No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Authority	Preparing Agency	Frequency	Max. Hours	Max. Cost	Computer Report	Max. Hours	Max. Cost
OTR/SUS 9	Evaluation of OTR Training	3	2	4	1	1	No	do	SUS	2	30	22050	-	-
OTR/SWA 10	Component Training Evaluation	3	2	2	1	1	No	do	SIWA	3	69	70510	-	STAT
OTR/SUS 4	Component Training Evaluation	3	2	4	1	1	No	do	OS	1	310	9352	-	-
OTR/SUS 10	Component Training Evaluation	3	3	3	1	2	No	do	SUS	32	652	7352	-	-
OTR/SWA 11	Records Holdings Survey	7	1	2	1	1	No	do	SIWA	1	7	6470	-	STAT
OTR/SUS 4	Records Survey Report	7	1	2	1	2	No	do	DTB	50	20	9640	-	-
OTR/SUS 8	Records Holdings Survey (includes death)	7	1	2	1	1	No	do	LS	23	40	297	-	-
OTR/SUS 6	Records Holdings Survey	7	1	3	1	1	No	do	LS	-	13	9960	-	-
OTR/SUS 14	Records Holdings Survey	7	2	2	1	1	No	do	OS	-	2	9-	-	-
OTR/SUS 11	Records Holdings Survey	7	1	6	1	1	No	do	SUS	-	8	3805	-	-
OTR/SWA 12	Destruction of Records	7	1	1	1	1	No	do	SIWA	1	1	545	-	STAT
OTR/OTR 5	Rec. of Rec. & Retirement of Rec.	7	1	3	1	1	No	do	CTP	-	4	2280	-	-
OTR/SUS 7	Destruction of Records	7	1	3	1	1	No	do	LS	-	13	9960	-	-
OTR/SUS 6	Destruction of Records	7	2	2	1	1	No	do	OS	-	4	5700	-	-
OTR/SUS 12	Destruction of Records	7	2	6	1	1	No	do	SUS	-	4	1505	-	-
OTR/SWA 13	Statistics on Accomplishments	1	1	3	2	1	No	OTR	SIWA	3	38	50660	-	-
OTR/SUS 13	Statistics on Accomplishments (Cyr-FY)	1	1	5	2	1	No	do	OS	2	117	364	-	-
OTR/SUS 14	Statistics on Accomplishment (FY)	1	3	7	1	1	No	do	SUS	2	32	31560	-	-
OTR/SWA 14	Annual Program Call Budget Estimates	5	1	3	1	1	No	OTR	SIWA	3	11	12600	-	-
OTR/OTR 1	Program Call	5	1	5	1	3	No	OTR	OTR	-	58	58890	-	-
OTR/EA 7	Program Call	5	3	13	1	5	No	OTR	EA	7	122	105520	-	-
OTR/SWA 13	Annual Program Call Budget Estimates	5	2	2	1	1	No	OTR	LS	6	81	50440	-	-
OTR/SUS 8	Annual Program Call Budget Estimates	5	1	4	1	1	No	OTR	LS	-	12	8720	-	-
OTR/SUS 1	Annual Program Call Budget Estimates	5	2	5	1	1	No	OTR	OS	3	5	5744	-	-
OTR/SUS 15	Annual Program Call Budget Estimates	5	3	4	1	1	No	OTR	SUS	2	100	109360	-	-
OTR/SWA 16	Annual Program Call: Response to Program Call	5	2	3	1	1	No	OTR	SIWA	3	52	34570	-	-
OTR/OTR 4	Annual Program Call: Response to Program Call	5	2	3	1	1	No	OTR	OTR	0	5	6160	-	-
OTR/EA 4	Annual Program Call: (Fiscal Year)	5	3	12	1	2	No	OTR	EA	8	658	58230	-	-
OTR/SUS 14	Annual Program Call: Response to Program Call	5	2	2	1	1	No	OTR	LS	6	67	52330	-	-
OTR/SUS 9	Annual Program Call: Response to Program Call	5	3	3	1	1	No	OTR	LS	6	40	440	-	-
OTR/SUS 2	Annual Program Call: Response to Program Call	5	2	5	1	1	No	OTR	OS	3	12	13720	-	-
OTR/SUS 16	Annual Program Call: Response to Program Call	5	3	4	1	3	No	OTR	SUS	2	174	131360	-	-
OTR/SWA 14	Weekly Activity Report	1	2	3	2	2	No	OTR	SIWA	1	1080	1052250	-	-
OTR/OTR 2	Weekly Activity Report	1	2	3	2	2	No	OTR	OTR	1	364	230910	-	-
OTR/OTR 1	Weekly Activity Report	1	2	3	2	2	No	OTR	CTP	-	100	815	-	-

Office of Training

(4)

Encl No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Authority	Source	Est. No.	Preparing Component	Number of Reports	Manual	Reprint/Computer	Report	
												Man hours	Cost	Man hours	Cost
1	OTR/EA5 OTR Weekly Report to DD/S	1	2	7	52	1	NO			EA	7	572	5053.60	-	-
2	OTR/EA5 Weekly Activity Report	1	2	5	52	1	NO			LS	6	416	3146-	-	-
3	OTR/EA5 Weekly Report	1	2	3	52	1	NO			LS	3	186	1331-	-	-
4	OTR/EA5 Weekly Activity Report	1	2	6	52	1	NO			LS	3	156	17718-	-	-
5	OTR/EA5 Weekly Report	1	2	5	52	1	NO			LS	3	380	2588-	-	-
6	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	406	3496-	-	-
7	OTR/EA5 End of Course Report	1	2	5	52	1	NO			LS	3	101	108630-	-	-
8	OTR/EA5 End of Course Report	1	2	6	52	1	NO			LS	3	48	39360-	-	-
9	OTR/EA5 End of Course Report	1	2	3	52	1	NO			LS	3	180	696-	-	-
10	OTR/EA5 End of Course Report	1	2	5	52	1	NO			LS	3	300	2180-	-	-
11	OTR/EA5 End of Course Report	1	2	9	52	1	NO			LS	3	374	447210-	-	-
12	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	2	2580-	-	-
13	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	4	2480-	-	-
14	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	4	2480-	-	-
15	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	1	480-	-	-
16	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	1	480-	-	-
17	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	1	480-	-	-
18	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	1	480-	-	-
19	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	1	480-	-	-
20	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	1	480-	-	-
21	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	1	480-	-	-
22	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	1	480-	-	-
23	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	1	480-	-	-
24	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	1	480-	-	-
25	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	1	480-	-	-
26	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	1	480-	-	-
27	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	1	480-	-	-
28	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	1	480-	-	-
29	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	1	480-	-	-
30	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	1	480-	-	-
31	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	1	480-	-	-
32	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	1	480-	-	-
33	OTR/EA5 End of Course Report	1	2	2	52	1	NO			LS	3	1	480-	-	-

Office of Training
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Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	DDP Processing	Authority Source	Preparing Component	Frequency of Report	Manual Reports		Computer Reports	
										Max Hours	Cost	Max Hours	Cost
OTR/EA 11	Schedule of Circumstances	1	1	2	12	1	OF HHB	EA	-	1.2	4320	-	STAT 1
OTR/EA 12	Obligation Abstract Form No 2468	7	1	2	4 times	1	do do	do	-	195	43878	-	2
OTR/EA 13	Significant Pers. Development (Weekly)	1	2	4	52	2	No OTR	EA	-	104	47060	-	3
OTR/EA 14	Year End. Funding Requirements	5	3	4	1	1	OPPB -	EA	1	17	14920	-	4
OTR/EA 15	Form 2210-444 Data Classification Sheet	2	1	2	do do	2	OF HHB	EA	-	2	1270	-	STAT 5
OTR/ETP 2	Monthly Attachment Report	1	1	25	52	5	No OTR	CTP	-	24	8640	-	6
OTR/ETP 3	Monthly Status Report of Military Corps Training	1	1	25	12	4	No OTR	1-2	do	12	4930	-	7
OTR/ETP 6	Recruitment Activities Report for CTP	1	1	5	12	2	No OTR	1-1	do	60	23720	-	8
OTR/ETP 3	Projected Training Requirements	1	2	15	12	2	No OTR	25-1	DTS	36	18480	-	9
OTR/ETP 6	Financial Report	7	3	3	12	4	No OF	-	DTS	576	210480	-	STAT 10
OTR/ETP 7	Headquarters Financial Status (Copy)	1	2	2	12	2	No OTR	-	DTS	72	36480	-	11
OTR/ETP 8	Headquarters Financial Status (Copy)	2	2	2	12	2	No do	-	do	72	36480	-	12
OTR/ETP 9	Staff Mess Report	4	2	2	1	2	No OF	-	do	7	37-	-	STAT 13
OTR/ETP 10	Staff Mess Financial Report	7	2	2	1	2	No do	do	do	7	4120	-	14
OTR/ETP 11	Construction Status Report	7	3	8	12	6	No GL	-	do	34	15720	-	15
OTR/ETP 12	Domestic Real Property Report	7	2	2	2	1	No GL	-	do	112	57120	-	16
OTR/ETP 13	Domestic Real Property Report	7	2	2	2	1	No GL	-	do	10	4860	-	17
OTR/ETP 14	Monthly Health Report	7	3	2	12	2	No OMS	-	do	12	78-	-	18
OTR/ETP 15	Personnel Management Program	1	2	6	1	3	No OTR	-	do	1	933	-	19
OTR/ETP 16	Commons Monthly Report	7	2	4	4	2	No OC	-	do	48	43680	-	20
OTR/ETP 17	Commons Reports of Destruction	7	1	2	12	2	No OC	-	do	12	10920	-	21
OTR/ETP 18	Schedule/Status Requirements	7	1	2	2	2	No OF	-	do	12	5840	-	22
OTR/ETP 21	Production Report	3	1	4	2	2	No ANP	TSD/50B	do	118	537-	-	23
OTR/ETP 22	Weekly Activities Report	3	3	4	52	2	No do	do	do	156	1066-	-	24
OTR/ETP 23	Security Violation	7	2	5	do they occur	3	No OS	-	do	36	22840	-	STAT 25
OTR/ETP 24	Failed Test Report on TSD Projects	3	2	4	2	2	No DDP	TSD/50B	do	305	1576-	-	26
OTR/ETP 25	Accident Investigation Report 2652a (Med)	7	2	2	do they occur	1	OMS	-	do	40	12720	-	27
OTR/ETP 26	Accident Investigation Report 2652a (Fire)	7	2	2	do they occur	1	OS	-	do	32	14352	-	28
OTR/ISS 3	Tally/Status Assessment	1	2	48	4	10	No OTR	-	SSS	28	15320	-	29
OTR/ISS 9	Statistics of Air Training sponsored by OTR	1	1	3	12	1	No OTR	-	do	408	146880	-	30
OTR/ISS 10	AIR Production Statistics	1	1	2	12	1	No OTR	-	do	276	924-	-	31
OTR/ISS 11	Financial Management Improvement Program	5	1	2	1	2	No OPBB	BAB 70-13	do	5	2140	-	32
OTR/ISS 12	Completion of Personnel Training	1	1	3	1	1	No OTR	-	do	230	7764-	-	33
OTR/ISS 20	Film Inventory	1	1	2	2	2	No OTR	-	do	12	4320	-	34
OTR/ISS 21	Registration Statistics	1	1	149	52	52	No OTR	-	do	240	1053-	-	35

Approved For Release 2008/04/13 : CIA-RDP75-00390R000100200009-6

Office of Training
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Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Authority Source	Auth. to Component	Preparing Fed. Rep.	Manual Report	Computer Reports
										Man. Cost	Math. Cost
OTR/ISS 22	Internal Training Completion Report	1	1	2	2	1	To OTR	-	ISS	300	1044
OTR/ISS 23	Rep. of Students in Full Time Academic Training	1	4	2	2	2	To OTR	-	do	10	5380
OTR/ISS 24	Agency Official App. by Rep. Dir. for Full Time	3	2	2	2	1	To EX/DIR	-	do	2	13-
OTR/ISS 25	Funds Dispendable for Book Purchase	1	2	1	4	1	To OTR	-	do	2	13-
OTR/ISS 26	Cons. Report on the for the Agency ADP Manag.	7	2	4	2	3	To OTR	DOB APP IHC D 14/11	do	3	1750
OTR/ISS 27	ADP MIS Semiannual Report	7	2	4	2	3	To OTR	DOB A-93	do	3	1750

Office of Communications

CS - Communications Security Staff
EXA - Executive Assistant
RMS - Records Management Staff
OC/A - Administration Staff
OC/P - Program Coordination Staff
CCD - Cover Communications Unit.
SCD - Staff Communications Unit.



STAT

SPD - Special Programs Division

Office of Communications

Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Authority Source	Cite Number	Preparing Component	Index Reports	Manual Reports (Manhours)	Cost	Computer Reports (Manhours)	Cost
1	Quarterly Report	✓	2	4	4	1	No	DCO	ORDER 7.4	OC-ALL	1136	10533.12	-	-
2	Monthly Report	✓	2	2	12	2	No	DCO	ORDER 7.4	" "	456	3801.96	-	-
3	Weekly Staff Meeting Notes	✓	2	3	52	1	No	DCO	-	OC-ALL	1352	10914.84	-	-
4	Yearly Accomplishments	✓	2	3	1	1	No	DCO	-	OC-ALL	400	3720.36	-	-
5	Foreign IDY Forecast	✓	1	3	2	1	No	OC-EXA	-	OC-ALL	64	490.88	-	-
6	Foreign IDY Forecast	✓	1	3	1	1	No	OC-EXA	-	OC-ALL	10	93.86	-	-
7	Review of OC-DE Forms	✓	1	2	1	1	No	OC-RMS	ORDER 70.2	OC-ALL	51	329.67	-	-
8	Top Secret Inventory Rpt.	✓	4	3	1	30	Yes	OC-RMS	ORDER 70.5	OC-ALL	63	258.81	-	-
9	Dicta of Rpt. of Excess Material	✓	1	2	12	1	No	OC-RMS	ORDER 11.65	OC-ALL	36	341.87	-	-
10	Operations Summary Rpt.	✓	1	5	12	1	No	OC-A	ORDER 20.8.1	OC-ALL	252	1666.62	-	-
11	Program Review - 5 ypr.	✓	3	3	1	1	No	OPPS	-	OC-P	2340	20474.90	-	-
12	Program Call	✓	3	3	1	1	No	OPPS	-	OC-P	1434	13867.69	-	-
13	Annual Office Estimate	✓	3	15	1	-	Yes	OPPS	-	OC-P	1267	12823.46	-	-
14	Manning Table & Changes	✓	1	18	4	3	No	OC/A	-	OC-ALL	332	984.62	-	-
15	IDY Standby	✓	1	1	1	1	No	DCO	-	OC/A	43	2065.46	-	-
16	Retirement Study	✓	4	14	1	11	No	DCO	-	OC/A	480	2884.60	-	-
17	Weekly Rpt. (Retirement)	✓	4	5	12	2	No	DCO	-	OC-A	48	179.76	-	-
18	Report of Violations (Prop. Sec.)	✓	1	4	Periodically	1	Yes	OS	HR 99770	OC-A	1	379	-	-
19	Overview (On-Duty Strength)	✓	1	6	4	1	No	OP	OPM 27-27	OC-A	12	58.36	-	-
20	Category II + III On-Duty Strength	✓	1	6	4	1	No	DOS/PLANS	-	OC-A	8	29.16	-	-
21	OC-021 On-Duty Strength Rpt.	✓	1	10	12	6	Yes	"	-	OC-A	120	516.24	-	-
22	Non-Adm. CMR	✓	1	2	1	2	No	OL	HR	OC-A	114	781.06	-	-
23	Inventory of Motor Vehicles (TVA)	✓	1	6	1	3	No	OL	-	OC-A	102	439.84	-	-
24	Status of Funds	✓	1	2	12	1	No	"	-	OC-A	108	639.72	-	-
25	REGION (Comp. Prod. Rpt.)	✓	1	2	1	1	Yes	OC-SCAD	-	OC-A	5.3	266.02	-	-
26	PRA Review	✓	3	3	2	1	Yes	OC-SCAD	-	OC-SCD	1.36	1095.38	-	-
27	Report of Disputes/Retirees (TVA Senior Office)	✓	1	2	Periodically	1	No	DOS	-	OC-A	4	16.36	-	-
28	Per. Proc. Rpt. (Retirees, Disputes, Recaptures, EDD's)	✓	3	7	12	6	No	OC	-	OC-A	36	147.24	-	-
29	Rpt. Records Holding & Destruction	✓	3	5	1	2	No	DOS/SSS/PLANS	MEMO 1/17/67	OC-RMS	325	1695.46	-	-
30	Inspection of Key Smith (Trucks)	✓	2	4	4	1	No	DOS/SSS/PLANS	MEMO 8/19/68	OC-RMS	264	1975.58	-	-
31	Suspense List	✓	2	20	52	20	No	OC	ORDER 20.7.1	OC-RMS	156	126.08	-	-
32	Operations Purge	✓	2	4	1	1	No	DOS	MEMO 8/19/68	OC-RMS	16	105.04	-	-
33	C.K. List of Current Orders, Notices & H.O.	✓	3	68	1	61	No	OC-2	ORDER 2.1	OC-RMS	52	289.30	-	-
34	Cable Traffic Analysis Rpt. (CATRAN)	✓	5	13	1	1	No	OC-SCD	-	OC-SCD	876	5237.76	-	-
35	Phone Telephone Network Rpt.	✓	1	6	4	2	Yes	OC-SCD	-	OC-SCD	5	35.16	4	-

Office of Communications

Control No.	Report Title	Type of Report	Copies Prepared	Agency	Distribution	ADP	Source	Authority	Preparing Component	Index Reports	Manual Reports	Computer Reports		
											Members	Cost	Members	Cost
1	OC-026 Real/Imag. Rpt. (Vern. Telephone Network)	✓	1	3	2	2	OC-SCD	HR	OC-SCD	1	41	254.02	-	-
2	OC-037 Crypto Debriefing Stmt.	✓	2	1	2	2	OC-SCD	HR	OC-SCD	1	46	1161.60	-	STAT
3	OC-038 Crypto Materials Inventory (BYCER)	✓	4	4	2	2	OC-SCD	HR	OC-SCD	1	148	914.24	40	2480.00
4	OC-039 Trans. & Distribution Rpt. of Crypto Material	✓	1	11,000	2	2	OC-SCD	HR	OC-SCD	1	1843	4807.20	183	849.75
5	OC-040 Crypto Violation (Compromise)	✓	2	2	1	1	OC-SCD	HR	OC-SCD	1	9	701.22	-	-
6	OC-041 Computer Usage & Inventory Rpt.	✓	4	3	2	2	OC-SCD	HR	OC-SCD	1	190	2391.94	-	-
7	OC-042 Rpt. of Data Processing Equip. Controlled by OC	✓	1	2	1	1	OC-SCD	HR	OC-SCD	1	36	273.78	-	-
8	OC-043 Significant Events	✓	2	2	52	1	OC-SCD	HR	OC-SCD	1	926	6432.48	-	-
9	OC-044 Conflicts of Interest	✓	2	1	1	1	OC-SCD	HR	OC-SCD	1	2	135.8	-	STAT
10	OC-045 Fin. Stmt. (Review Off. of their fin. interests)	✓	2	2	4	1	OC-SCD	HR	OC-SCD	1	8	101.91	-	-
11	OC-046 Contract Information System	✓	1	2	12	2	OC-SCD	HR	OC-SCD	1	384	1781.76	-	STAT
12	OC-047 Contract Inspection Rpt.	✓	1	2	1	1	OC-SCD	HR	OC-SCD	1	213	181.735	-	-
13	OC-048 R&D Procurement Planning Rpt.	✓	3	3	4	1	OC-SCD	HR	OC-SCD	1	40	312.44	-	-
14	OC-049 Foreign ID Summary	✓	1	3	2	1	OC-SCD	HR	OC-SCD	1	3	57.45	-	-
15	OC-050 Trip Report	✓	2	2	2	1	OC-SCD	HR	OC-SCD	1	78	399.25	-	-
16	OC-051 Allocation "26" Status Rpt.	✓	1	3	12	1	OC-SCD	HR	OC-SCD	1	38	132.96	-	-
17	OC-052 Landline & Associated Circuit Stg. (EXASUZ)	✓	4	4	2	2	OC-SCD	HR	OC-SCD	1	416	2837.12	-	120.00
18	OC-053 Equip. Inventory (BYCER)	✓	4	6	2	5	OC-SCD	HR	OC-SCD	1	460	321.94	-	586.50
19	OC-054 Non-Admin. Equip. Inventory (CME)	✓	4	1	-	1	OC-SCD	HR	OC-SCD	1	64	304.48	-	-
20	OC-055 Status of Comm. Services & War Plans	✓	2	3	1	2	OC-SCD	HR	OC-SCD	1	92	1053.55	-	-
21	OC-056 Computer Allocation Rpt.	✓	4	3	2	1	OC-SCD	HR	OC-SCD	1	42	537.60	-	-
22	OC-057 Hardware to Support Intell. Library Board Rpt.	✓	2	1	1	1	OC-SCD	HR	OC-SCD	1	5	16.55	-	-
23	OC-058 Trip Rpt. to Contractor	✓	1	3	1	1	OC-SCD	HR	OC-SCD	1	264	2084.00	-	STAT
24	OC-059 Rpt. to Procurement Div. for Services	✓	2	3	9	6	OC-SCD	HR	OC-SCD	1	88	528.00	-	-
25	OC-060 Shielded Enclosure Status Rpt.	✓	2	2	4	1	OC-SCD	HR	OC-SCD	1	44	378.96	-	-
26	OC-061 Crypto Equip. Inventory Rpt.	✓	1	3	12	1	OC-SCD	HR	OC-SCD	1	6	34.32	-	-
27	OC-062 Crypto Equip. Monthly Rpt.	✓	1	5	4	4	OC-SCD	HR	OC-SCD	1	168	734.88	16	992.00
28	OC-063 Crypto Material Requirements	✓	1	2	1	1	OC-SCD	HR	OC-SCD	1	20	101.84	-	-
29	OC-064 Loss of Crypto Material	✓	2	4	1	1	OC-SCD	HR	OC-SCD	1	3	22.67	-	-
30	OC-065	✓	2	3	4	1	OC-SCD	HR	OC-SCD	1	12	90.68	-	-
31	OC-066	✓	2	3	1	1	OC-SCD	HR	OC-SCD	1	9	47.87	-	-
32	OC-067	✓	2	1	1	1	OC-SCD	HR	OC-SCD	1	6	45.34	-	-
33	OC-068 Data Processing Equip. Controlled by OC	✓	2	3	1	1	OC-SCD	HR	OC-SCD	1	1	7.00	-	-
34	OC-069 Report Processing of COMSEC Paying Materials	✓	1	1	1	1	OC-SCD	HR	OC-SCD	1	8	332.00	-	-
35	OC-070 Communications Security (Guantanamo, (BSAIDEL))	✓	2	3	2	3	OC-SCD	HR	OC-SCD	1	18	112.28	-	-

Office of Communications

Control No.	Report Title	Type of Report	Copies Prepared	Frequency	Distribution	ADP Processing	Source	Authority (Cite Number)	Preparing Component	Leader Reports	Manual Reports	Manual Cost	Computer Reports	Computer Cost
02-071	TEMPEST Test Report ✓	2	3 Periodic	3	No	00-05	-	00-05	-	-	1800	1276.00	-	-
02-072	COMSEC Tech. Improv. Rpt. (Security On Site) ✓	1	5 Periodic	2	No	00-05	-	00-05	-	-	132	755.04	-	-
02-073	Violations/Compromise Rpt. (Comsec Security) ✓	2	3 Periodic	1	No	00-05	00-05	00-05	-	-	6	41.28	-	-
02-074	Warning Forms (COMSEC) ✓	2	2 Ann. Rep.	2	No	00-05	-	AREA HQs	-	-	16	1272.8	-	-
02-075	Crypto Clearance ✓	2	2 Ann. Rep.	2	No	00-05	HR	00-05	-	-	976	5184.48	-	-
02-076	Status Rpt. of Crypto Clearance Pers. ✓	4	2	6	2	Yes	00-05	HR	00-05	3	186	1628.64	6	372.00
02-077	REQ. Sig. to create 4 Mountain Security CO Electronic Equip. ✓	4	3	1	1	Yes	00-05	HN	00-05	144	240	2880.00	-	11670

STAT

Agency Reports Reduction
(as reported by 10/22/71)

	<u>Total # Reports</u>	<u>Costs</u>
Agency overall	1,835	\$4,030,931
Reduction	157	420,846
Support Directorate	137	\$130,349.52

Office of Logistics

Serial No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	ADP	Authority	Preparing Component	Form Report	Manuals	Reports	Computer Reports	Other Reports	Other Reports
							Source	Number			Cost	Manhours	Cost	Manhours
1	Weekly Activity Rpt to DDS	6	2	3	52	1	DDS	AJ 65-7	1	104	1300.00	-	-	1
2	Program Submission	5	3	10	1	3	OPPS	-	-	1848	1481.27	-	-	2
3	Office Estimates Submission	5	3	12	1	3	do	Sup A-11	do	688	1170.23	-	-	3
4	Analysis of OL 046 by Activity	1	1	6	12	1	OL	-	do	2	108	917.52	-	4
5	Status of OCA's contracts to Property Funds	1	1	11	12	4	OL	-	do	3	120	876.54	-	5
6	Analysis of Prop. Base Alloc. by Security Detail Group	1	1	12	12	3	OL	-	do	1	108	758.16	-	6
7	Status of Funds by object class	1	1	94	12	1	OL	-	do	2	240	1285.20	-	7
8	Status of Overtimes	1	1	8	12	1	OL	-	do	2	17	141.48	-	8
9	Suppl. Appropriations, "B" Report	7	1	2	1	2	OF	GFN-8-70	do	2	204	1604.22	-	9
10	Report of Record Holdings	7	2	12	1	1	OL/OS/KAB	-	do	-	20	104.70	-	10
11	Annual Record Holdings	7	1	2	1	1	OL/OS/KAB	-	PTS	12	56	384.72	-	11
12	Reports of Destruction	1	2	1	4	1	OL	HAB	RS	-	1	224	-	12
13	Proposed Base Change/Adjusting OL Ceiling	1	1	6	52	1	OL	-	PTS	-	260	1391.04	-	13
14	Problem Staffing Areas	1	-	3	52	1	OL	-	do	-	52	99.53	-	14
15	OL's During Past Week	1	1	2	52	1	OL	-	do	-	3	11.44	-	15
16	OL Strength Report	1	1	4	52	1	OL	-	do	-	52	113.36	-	16
17	Processing Reports	1	1	3	12	1	OL	-	do	-	48	179.76	-	17
18	Changes in STS Assignments	1	1	3	12	1	OL	-	do	-	12	234.0	-	18
19	Industrial Security Program	1	3	3	12	1	OL	-	SS	-	48	381.52	-	19
20	Weekly Activity Report	1	2	7	52	5	OL	L1 70-10	PS	6	416	3354.0	-	20
21	Report of Significant ACS Accomplishments	1	2	5	1	3	OL	-	do	14	186.96	-	-	21
22	Weekly Activity Report	1	2	7	52	5	OL	L1 70-10	PS	1	416	3354.0	-	22
23	Significant OL Accomplishments	1	2	5	1	2	OL	-	PS	-	104	893.75	-	23
24	Institutional Contracts	8	1	2	2	2	OL	-	OL/OS	-	4	21.52	-	24
25	Not Returned by Contractor	8	1	2	2	10	OL	-	do	-	432	331.16	-	25
26	Not Mailed to Contractor	8	1	2	2	8	OL	-	do	-	432	331.16	-	26
27	Contractor's History	8	1	2	2	2	OL	-	do	-	4	21.52	-	27
28	Inspector's Reports	8	1	2	2	5	OL	-	do	-	432	331.16	-	28
29	Output Last Month	8	1	2	2	5	OL	-	do	-	432	331.16	-	29

Office of Logistics

Control No.	Report Title	Type of Report	Number Prepared	Agency	Distribution	ADP Processing	Authority Source	Cite Number	Preparing Component	Fiscal Reports	Manual Reports	Reports Cost	Computer Reports	Reports Cost
04/PMS-7	Active Contracts	8	1	2	12	9	yes	OL		OCs	—	432	3216	—
04/PMS-8	Security Classification	8	1	6	4	3	yes	do		do	—	2	1076	—
04/PMS-9	Contracts In Settlement	8	1	2	2	6	yes	do		do	—	1	268	—
04/PMS-10	Contracts Settled	8	1	2	2	6	yes	do		do	—	1	268	—
04/PMS-11	CONF Update	8	1	1	52	1	yes	do		do	—	416	2238.08	—
04/PMS-12	CONF Master File Listing (Cardage)	8	1	1	6	1	yes	do		do	—	12	6456	—
04/PMS-13	F-3335, 122359 - Total Agency Contracting Activity	8	1	2	12	2	no	do		do	6	112	60432	—
04/PMS-14	(See 04/PMS-13)													
04/PMS-15	Annual Rpt. of Record Holdings	7	1	2	1	1	no	WOS/SS/PR		PMS	—	6	27.42	—
04/PD-1	Statistical Report	1	1	2	12	2	no	OL	PDM 70-1	PD	6	492	5726.64	—
04/PD-2	Cost Reduction	1	3	1	12	1	no	do	do	do	5	108	585.48	—
04/PD-3	Semi-Annual Property Rpt.	7	3	10	2	8	no	OL	JFK/PR	do	—	48	296.80	—
04/PD-4	Delinquent Report	1	2	2	12	2	no	OL	JFK/PR	do	1	24	136.32	—
04/PD-5	Inv. Rpt. - Stock List #3	1	1	5	4	4	no	OL	PDM 66-3	do	—	24	141.47	—
04/PD-6	Wkly. Oblig. Rpt.	1	1	2	52	1	no	OL	—	do	—	52	194.48	—
04/PD-7	Special Mtlly. Rpt. - [redacted]	1	3	1	12	1	no	OL	—	do	—	60	244.08	—
04/PD-8	Mtlly. Inv. Rpt. - [redacted]	1	1	3	12	3	no	OL	—	do	—	84	401.64	—
04/PD-9	Rpt. of Reports to be Withheld	7	2	2	12	1	no	OL	Primes	do	—	3	1723	—
04/PD-10	Personnel Status Rpt.	1	3	2	12	1	no	OL	—	do	—	24	113.76	—
04/PD-11	Base Contracts Glsy Rpt.	1	3	4	4	3	no	OL	—	do	—	16	71.32	—
04/PD-12	Rpt. of Letter Contracts	1	2	2	—	2	no	do	—	do	—	—	—	—
04/PD-13	Rpt. of Significant Accomplishments	1	1	4	1	4	no	do	—	do	—	7	6350	—
04/PD-14	Contract Procurement Activity	1	1	2	12	2	no	do	—	do	6	360	1700.40	—
04/PD-15	Weekly Activity	1	2	5	52	5	—	do	—	do	44	814	6791.62	—
04/SD-1	Weekly Activity	1	3	5	52	4	no	OL/SD	SDE 7-3	SD	—	1040	5371.24	—
04/SD-2	Significant Accomplishments	1	3	3	2	2	no	OL	Primes	do	—	110	819.03	—
04/SD-3	Monthly Activity	1	3	5	12	4	no	OL/SD	SDE 7-3	do	—	672	3456.88	—
04/SD-4	Records Mgmt. Rpt.	1	1	2	1	—	no	OL/SD	—	do	8	109	460.12	—
04/SD-5	Destruction	7	1	3	12	1	no	AMS/SS/PR	Primes	do	4	156	252.42	—
04/SD-6	Ordinance Status Rpt.	1	1	—	52	1	no	OL/SD	—	do	—	520	2820.48	—
04/SD-7	Ordinance Status Rpt.	1	1	—	12	1	no	do	—	do	—	60	404.11	—
04/SD-8	Ordinance Status Rpt.	1	1	—	2	—	no	do	—	do	—	1	1036	—
04/SD-9	Inventory Status Rpt.	1	1	—	12	—	no	do	—	do	—	48	371.04	—

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Control No	Report Title	Type of Report	Number Prepared	Frequency	Distribution	ADP	Authority	Source	Cite Number	Preparing Component	Fiscal Report	Manual Reports	Reports Costs	Computer Reports	Reports Costs
04/50-10	Ordinance & Airborne Stock Objectives	1	5	1	2	No	04/50	do	-	SP	-	321	2286.40	-	-
04/50-11	Cargo Status Rpt. STAT	1	3	52	1	No	do	do	-	do	-	260	110968	-	-
04/50-12	Back/Orders Reconciliation Rpt.	4	1	4	2	No	DOD	Requisition	do	do	-	104	372.96	-	-
04/50-13	Excess Acquisition	1	2	12	3	No	04/50	do	-	do	-	24	78.60	-	-
04/50-14	Values of Property on Hand Rpt.	1	3	12	3	No	do	do	-	do	-	12	46.68	-	-
04/50-15	Inventory Analysis Rpt. P3, 904 8500	1	3	12	3	No	do	do	-	do	-	192	746.88	-	-
04/50-16	Project Status Rpt.	1	2	52	1	No	do	do	Verbal	do	-	624	2620.72	-	-
04/50-17	Manhours	1	1	12	1	No	04/50	do	-	do	3	48.24	25.44	-	-
04/50-18	Daily Production Rpt.	1	1	252	-	No	do	do	-	do	6	1008	5218.34	-	-
04/50-19	Financial Prop. Accts.	7	1	12	-	No	OF	do	-	do	5	288	1641.60	-	STAT
04/50-20															
04/50-21	Follow-up Rpt. on Overdue Cargo	1	1	252	-	No	04/50	do	-	do	-	126	764.26	-	-
04/50-22	Work Measurement Report	1	1	12	-	No	04/50	do	-	do	-	24	75.60	-	-
04/50-23	Procurement Action (Peri. Sta./Dollars) Value	1	1	52	-	No	04/50	do	-	do	-	52	163.80	-	-
04/50-24	Imprest Fund	1	1	12	-	No	do	do	-	do	-	24	136.80	-	-
04/50-25	Obligations	1	1	12	-	No	do	do	-	do	1	48	273.60	-	-
04/50-26	SSA Acct.	7	1	12	-	No	OF	Stat 42	do	do	3	72	2462.40	-	-
04/50-27	Stock Transactions Rpt.	1	1	52	-	No	04/50	501 43-39	do	do	-	208	769.60	-	-
04/50-28	Stock Transaction Rpt.	3	1	52	-	No	DNR/500	-	do	do	1	104	543.82	-	-
04/50-29	MPA Weekly Reconciliation Rpt.	7	3	12	-	No	OF	do	do	do	-	86	402.24	-	STAT
04/50-30	Supplier Inventory of Packages awaiting	1	1	12	-	No	04/50	do	-	do	-	72	360.00	-	-
04/50-31	Monthly Shipments	1	1	12	-	No	do	do	-	do	-	12	42.12	-	-
04/50-32	Monthly Receipts	1	1	12	-	No	do	do	-	do	-	12	28.32	-	-
04/50-33	Daily Rpt. - Packing & Crating	1	1	12	-	No	do	do	-	do	-	96	480.00	-	-
04/50-34	Daily Receipts & Shipments	1	1	252	-	No	do	do	-	do	-	252	423.51	-	-
04/50-35	Daily Operations Report	1	1	252	-	No	do	do	-	do	-	252	632.50	-	-
04/50-36	Summary Accident Rpt.	4	4	12	1	No	NOA	AA 385-40	do	do	-	12	42.84	-	-
04/50-37	Lightening Protection Rpt.	4	2	6	4	No	NOA	Verano	do	do	-	4	16.71	-	-
04/50-38	Surveillance Magazine Rpt.	4	6	4	4	No	NOA	do	do	do	-	16	66.84	-	-
04/50-39	Reimbursable Employees Rpt.	1	1	12	1	No	04/50	do	do	do	-	6	24.64	-	-
04/50-40	Imprest Fund Rpt.	7	6	12	4	No	OF	HHS	do	do	-	48	236.64	-	STAT
04/50-41	Schedule of Expenditures	1	6	12	4	No	04/50	do	-	do	-	48	214.80	-	-
04/50-42	Summary Rpt. of Estimated Obligations	1	6	12	4	No	do	do	-	do	-	36	161.16	-	-
04/50-43	Financial Property Acct. Rpt.	1	1	12	-	No	do	do	-	do	1	192	685.44	-	-
04/50-44	Budget	1	1	12	1	No	04/50	do	-	do	-	48	211.16	-	-

		1		2		3		4		5		6		7		8		9		10		11		12		13		
Control No	Report Title	Type of Report	Number Prepared	Frequency	Distribution	OSP Processing	Authority Source	Cite Number	Preparing Component	Header Reports	Manual Manhours	Report Cost	Computer Manhours	Report Cost														
1 0450-45	Intraoffice Expenses	1	5	1	4	No	0450	Logistics-1	SAI	-	5	2938	-	-	1													
2 0450-46	Consolidated Material Assets	1	3	2	2	No	do	-	do	2	12	79.74	-	-	2													
3 0450-47	Consolidated Material Assets Rpt.	8	1	24	1	yes	do	-	do	-	24	75.60	-	120	3													
4 0450-48	Helicopters Error Readouts	8	5	24	2	yes	do	-	do	-	480	1876.20	-	144	4													
5 0450-49	Location 904 Error Readouts	8	2	24	2	yes	do	-	do	-	24	75.60	-	144	5													
6 0450-50	Location 904 Error Readouts	8	2	24	2	yes	do	-	do	-	24	75.60	-	144	5													
7 0450-51	Helicopters Activity Register	8	5	12	4	yes	do	-	do	-	240	11402.40	-	45360	6													
8 0450-52	Location 904 Activity Register	8	1	12	1	yes	do	-	do	-	240	933.60	-	600	7													
9 0450-53	Location 904 Activity Register	8	1	12	1	yes	do	-	do	-	36	113.40	-	1200	8													
10 0450-54	Demand & Issue Activity Register	8	1	12	1	yes	do	-	do	-	240	11402.40	-	86700	10													
11 0450-55	Issue-Only Activity Register	8	3	12	3	yes	do	-	do	-	144	560.16	-	48276	11													
12 0450-56	Demand-Only Activity Register	8	3	12	3	yes	do	-	do	-	120	466.80	-	19980	12													
13 0450-57	OE Demand & Issue Activity Register	8	1	12	1	yes	do	-	do	-	12	46.68	-	180	13													
14 0450-58	Inventory Adjustment Report	8	1	12	1	yes	do	-	do	-	600	2850.00	-	1200	14													
15 0450-59	RPA Stock In Hand Recalculation	8	1	24	1	yes	do	-	do	-	24	93.36	-	2280	15													
16 0450-60	RPA Property In Hand Recalculation	8	1	24	1	yes	do	-	do	-	8	21.12	-	800	16													
17 0450-61	RPA Property In Hand to Other Recalculation	8	1	24	1	yes	do	-	do	-	8	48.48	-	120	17													
18 0450-62	Helicopters Consolidated Activity Register	8	4	2	3	yes	do	-	do	-	520	2022.80	-	41112	18													
19 0450-63	Location 904 Consolidated Activity Register	8	1	2	1	yes	do	-	do	-	80	311.20	-	700	19													
20 0450-64	Loc. 904 Consolidated Activity Register	8	1	2	1	yes	do	-	do	-	36	113.40	-	900	20													
21 0450-65	Loc. 904 Demand & Issue Activity Register	8	1	12	1	yes	do	-	do	-	60	233.40	-	5460	21													
22 0450-66	Location 05 Activity Register	8	1	12	1	yes	do	-	do	-	480	2745.60	-	900	22													
23 0450-67	Stock On Hand Status Rpt.	8	5	12	6	yes	do	-	do	-	14400	62064.00	-	52220	23													
24 0450-68	Prop. In Use Status Rpt.	8	1	12	1	yes	do	-	do	-	240	842.40	-	57000	24													
25 0450-69	Prop. In Use to Other Status Rpt.	8	1	12	1	yes	do	-	do	-	6	48.36	-	180	25													
26 0450-70	Prop. In Use from Other	8	1	12	1	yes	do	-	do	-	6	48.36	-	900	26													
27 0450-71	Location 904 Stock Status Rpt.	8	1	12	1	yes	do	-	do	-	1920	6048.00	-	11400	27													
28 0450-72	Location 904 Stock Status Rpt.	8	1	12	1	yes	do	-	do	-	1920	6048.00	-	21000	28													
29 0450-73	Condition 3 Stock Status Rpt.	8	4	12	3	yes	do	-	do	-	288	1120.32	-	6912	29													
30 0450-74	Condition 5 Stock Status Rpt.	8	2	12	2	yes	do	-	do	-	120	466.80	-	720	30													
31 0450-75	Location 08 Stock Status Rpt.	8	2	12	1	yes	do	-	do	-	300	1167.00	-	1800	31													
32 0450-76	Location 23 Stock Status Rpt.	8	2	12	1	yes	do	-	do	-	180	1828.80	-	1944	32													
33 0450-77	Doc Office M. Stock Status Rpt.	8	1	12	1	yes	do	-	do	-	96	336.96	-	1800	33													
34 0450-78	Common Equip. Manager Stock Status Rpt.	8	1	12	1	yes	do	-	do	-	560	4513.60	-	13804	34													
35 0450-79	ORD Allocated Stock Status Rpt. (BODAC)	8	3	4	1	yes	do	-	do	-	80	1141.60	-	5000	35													

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		1		2		3		4		5		6		7		8		9		10		11		12		13	
Control No.	Report Title	Type of Report	Number Prepared	Agency	Distribution	Processing	ROP	Authority	Cite Number	Preparing Component	Leader Reports	Manual Reports	Computer Reports	Manual Reports	Computer Reports	Manual Reports	Computer Reports	Manual Reports	Computer Reports	Manual Reports	Computer Reports	Manual Reports	Computer Reports	Manual Reports	Computer Reports	Manual Reports	Computer Reports
		Report	Prepared	Agency	Distribution	Processing	Source	Number	Component	Report	Manual	Cost	Manual	Cost													
04/50-80	Cognizant Off. Allocation 61 Stock Status Rpt.	8	1	6	12	6	yes	61	-	OCS	-	3840	21964.80	-	375.84	1											
04/50-81	Submitted Property In Use Card. CMC's	8	1	3	12	1	yes	61	-	do	-	390	1088.10	-	348.75	2											
04/50-82	Arms Limited Standard Warehouse Stock Status Rpt.	8	1	1	12	1	yes	do	-	do	-	420	2864.40	-	186.60	3											
04/50-83	Warehouse Items Stock Status Rpt.	8	1	1	12	1	yes	do	-	do	-	24	137.28	-	22.80	4											
04/50-84	TSD Condition 3 Stock Status Rpt.	8	1	4	4	1	yes	do	-	do	-	32	257.92	-	14.88	5											
04/50-85	Allocation 09 Stock Status Rpt.	8	1	1	4	1	yes	do	-	do	-	64	515.84	-	28.40	6											
04/50-86	No Issue Status Rpt.	8	1	2	2	1	yes	do	-	do	-	240	1372.80	-	41.16	7											
04/50-87	Condition 7 Stock Status Rpt.	8	1	2	12	2	yes	do	-	do	-	192	746.88	-	18.00	8											
04/50-88	Inventory Stratification Rpt.	8	1	4	12	1	yes	do	-	do	-	8	45.76	-	24.00	9											
04/50-89	WSP Stock Status Rpt.	8	1	3	2	2	yes	do	-	do	-	32	124.48	-	10.80	10											
04/50-90	Allocation 10 Stock Status Rpt.	8	1	1	12	1	yes	do	-	do	-	72	411.84	-	51.00	11											
04/50-91	Allocation 75 Stock Status Rpt.	8	1	2	4	1	yes	do	-	do	-	64	515.84	-	3.60	12											
04/50-92	Receipts and Issues Rpt.	8	1	3	26	3	yes	do	-	do	-	96	373.44	-	432.00	13											
04/50-93	Stock on Hand Acquisition Diff. 4251	8	1	2	26	2	yes	do	-	do	-	192	746.88	-	17.28	14											
04/50-94	Stock on Hand Acquisition Diff. 4255	8	1	2	26	2	yes	do	-	do	-	48	186.72	-	2.88	15											
04/50-95	Property In Use Acquisition Diff. 4251	8	1	2	26	2	yes	do	-	do	-	-	-	-	2.16	16											
04/50-96	Prop. In Use Acquisition Diff. 4255	8	1	2	26	2	yes	do	-	do	-	-	-	-	72	17											
04/50-97	Prop. In Use to Others Acq. Diff. 4255	8	1	2	26	2	yes	do	-	do	-	-	-	-	72	18											
04/50-98	Monetary Value of Stocks on Hand	8	1	2	12	2	yes	do	-	do	-	1	8.16	-	36	19											
04/50-99	Monetary Value of Property In Use	8	1	2	12	2	yes	do	-	do	-	1	8.16	-	36	20											
04/50-100	Monetary Value of Property In Use from Others	8	1	2	12	2	yes	do	-	do	-	1	8.16	-	36	21											
04/50-101	F.I.N. Terminations, Rpt.	8	2	4	12	4	yes	do	-	do	-	4800	18672.00	-	4282.56	22											
04/50-102	Alpha Terminations Catalog and Supplement	8	2	4	12	4	yes	do	-	do	-	600	2334.00	-	5309.28	23											
04/50-103	DSC Case Reference Stock Via to Manufacturers Ref No.	8	1	2	12	2	yes	do	-	do	-	240	1255.20	-	1017.36	24											
04/50-104	DSC Case Reference Stock Via to Stock Via.	8	1	2	12	2	yes	do	-	do	-	120	627.60	-	284.40	25											
04/50-105	SAC Letter Diplomatic	8	1	1	12	1	yes	do	-	do	-	12	81.64	-	15.60	26											
04/50-106	Terminations 5 x 8 Cards	8	1	1	26	1	yes	do	-	do	-	480	2501.40	-	468.08	27											
04/50-107	Stock Via Change, Distribution and/or Condition Rpt.	8	1	3	26	2	yes	do	-	do	-	48	186.72	-	4.32	28											
04/50-108	DSC REF and/or REPL Items Rpt.	8	1	2	12	1	yes	do	-	do	-	96	502.08	-	86.40	29											
04/50-109	DSC Discrepancies	8	1	1	1	1	yes	do	-	do	-	8	54.56	-	15	30											
04/50-110	DSC Transactions Summary	8	1	1	12	1	yes	do	-	do	-	96	654.72	-	1.80	31											
04/50-111	"Cost Read"	8	1	1	1	1	yes	do	-	do	-	1	6.32	-	6.60	32											
04/50-112	DSC AUTODYN Rpt.	8	1	1	26	1	yes	do	-	do	-	96	151.20	-	4.80	33											
04/50-113	Summary of Stock Via to Others	8	1	2	12	2	yes	do	-	do	-	1	8.16	-	36	34											
04/50-114	Related Nomenclature	8	1	1	2	1	yes	do	-	do	-	200	778.00	-	4.00	35											

Office of Logistics

Control No.	Report Title	Type of Report	Gumbel's Program	Frequency	Distribution	ADP Processing	Authority	Cite	Preparing Component	Index	Manual Reports	Computer Reports
							Source	Thumbnail			Manhours	Cost
1	4/50-115 OHC to/Consoe with Accomplishment	8	1	3	1	yes	do	-	OCS	-	200	778.00
2	4/50-116 Manufacturers Supply Code for Transportation (TSCM)	8	1	1	1	yes	do	-	do	-	1	523
3	4/50-117 Manufacturers Supply Code for Transportation & Airway Supply Code for Manufacturers (TSCM)	8	1	1	1	yes	do	-	do	-	1	523
4	4/50-118 Shortage Rpt. for Replacement Action	8	1	3	2	yes	do	-	do	-	960	3731.40
5	4/50-119 Dis-Inventary Status Rpt.	8	1	1	1	yes	do	-	do	-	192	827.52
6	4/50-120 Price Diplomatics	8	1	1	2	yes	do	-	do	-	4	27.28
7	4/50-121 Inventory of Property in Use Assets	8	1	1	4	yes	do	-	do	-	10	35.12
8	4/50-122 Charlotte Items Report	8	1	3	4	yes	do	-	do	-	320	1244.80
9	4/50-123 Vehicle Master File	8	1	9	4	yes	do	-	do	-	780	2457.00
10	4/50-124 Vehicle Status Run	8	1	5	4	yes	do	-	do	-	160	504.00
11	4/50-125 Night Thunder - Reference No.	8	1	1	1	yes	do	-	do	-	1	6.82
12	4/1000-1 Report of Significant Accomplishments	1	2	4	1	no	OL/RECD	7/19/67	RECD	7	41	316.93
13	4/1000-2											
14	4/1000-3 Progress Summary	1	1	6	2	no	OL	-	do	1	8	83.12
15	4/1000-4 Construction Workload Summary	8	4	2	4	yes	OL/RECD	-	OCS	2	440	2912.80
16	4/1000-5 Weekly Rpt.	1	2	11	52	no	OL	L1 70-10	RECD	4	988	7864.48
17	4/1000-6 Analysis of Space Occupied by CIA	5	1	15	1	no	OPPB	-	do	5	36	155.16
18	4/1000-7 Capital Cost of Agency Real Property (Borman)	7	1	12	2	no	OF	-	do	5	18	206.88
19	4/1000-8 Report of Records Holdings	1	1	2	1	no	OL	-	do	-	4	172.4
20	4/1000-9 Report of Activities in Safeshouse	1	2	3	12	no	OL/RECD	-	do	-	36	262.68
21	4/1000-10 Safeshouse Utilization	1	2	3	2	no	do	-	do	-	34	247.52
22	4/1000-11 Proposed Temporary Duty Assign Tool	1	2	4	2	no	OL	L1 70-1	do	-	2	20.42
23	4/1000-12 Survey of Rensselaer Area	1	2	4	4	no	OL	-	do	-	12	124.68
24	4/1000-13 Reducing Seasonal Variation	4	2	12	1	no	EOP	EXORDER 112/16	do	1	2	207.8
25	4/1000-14 Cost Reduction Program	4	2	4	1	no	BOB	-	do	-	4	41.56
26	4/1000-15 Utilization Retention Program of Federal Real Prop.	4	2	5	1	no	BOB	Dir A-2	do	-	3	21.84
27	4/1000-16 ADP Mgmt.	1	2	5	1	no	OL	L1 70-13	do	-	44	300.08
28	4/1000-17 Visual Aids	1	2	6	2	no	OL	-	do	-	12	81.84
29	4/1000-18 TDY + PCS Rpts	1	2	5	2	no	OL	L1 70-1	do	-	224	1799.16
30	4/1000-19 Safeshouse Statistical	7	1	3	12	no	OF	HNB	do	-	288	936.00
31	4/1000-20 Water Pollution Control	4	2	7	1	no	BOB	Dir A-18	do	1	4	32.24
32	4/1000-21 Air Pollution Control	4	2	7	1	no	BOB	Dir A-28	do	1	4	32.24

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		1		2		3		4		5		6		7		8		9		10		11		12		13		
Control No.	Report Title	Type of Report	Number Prepared	Frequency	Distribution	ADP Processing	Authority Source	Authority Number	Preparing Component	Index Reports	Manual Reports	Computer Reports	Manhours	Cost	Manhours	Cost	Manhours	Cost	Manhours	Cost	Manhours	Cost	Manhours	Cost	Manhours	Cost	Manhours	Cost
1	01/PSD-1 Comp. Confidential Short. of Amphet. & Sea. Interd.	1	2	1	1	700	OP	HR	PSD	-	1	940	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
2	01/PSD-2 Summer & Winter Leave Schedules	1	4	2	1	700	OL	41-20-5	OL	-	1	610	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
3	01/PSD-3 Proposed T.O.Y. Foreign Tail.	1	2	2	1	700	OL	41 22-1	OL	-	1	100	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
4	01/PSD-4 Empty Business Stocks - Live. Docs.	1	5	1	1	700	OL/PSD	41 70-7	OL	-	2	838	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
5	01/PSD-5 Listing of Interoffice Assignments	1	25	1	1	700	OL	41 5-1	OL	-	1	599	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
6	01/PSD-6 Annual Rpt. of Records Buildings	7	2	1	1	700	NAV/PS/PA	-	OL	-	24	11208	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
7	01/PSD-7 Cert. of Review of Selected Regulatory Resources	1	4	2	1	700	OL	41 7-1	OL	-	328	163824	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
8	01/PSD-8 Designation of Employer for Income Tax Purposes	17	6	1	4	700	OF	HHB	OL	1	2	934	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
9	01/PSD-9 Significant Accomplishments	1	4	1	1	700	OL	-	OL	1	18	21186	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
10	01/PSD-10 Personnel Rpt. of Accomplishments	1	3	4	3 or up	700	OL	41 70-13	OL	-	18	16068	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
11	01/PSD-11 Property Rpt., Dow Chemical Company	4	2	5	4	700	DOW Chem	-	OL	-	4	1480	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
12	01/PSD-12 Rpt. of RSD Pres. Processing 201100/PSD Conversion	3	6	4	2	700	DDP/RIN	-	OL	-	1	770	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
13	01/PSD-13 Rpt. of Visual Aids for Briefing & Trng. Courses	1	2	4	2	700	OL	-	OL	-	-	200	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
14	01/PSD-14 Analysis of Annual Production	1	2	5	1	700	OL/PSD	-	OL	-	18	21186	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
15	01/PSD-15 Night Inspection of RSD Plants	1	2	12	1	700	OL	-	OL	-	12	4848	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
16	01/PSD-16 Activity Rpt.	1	2	6	26	700	OL	41 70-10	OL	-	52	29380	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
17	01/PSD-17 Trip Reports	1	2	3	As Occurs	700	OL/PSD	-	OL	-	108	56512	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
18	01/PSD-18 Spaces Inventory Verification	1	1	1	2	700	OL	HR	OL	-	2	2566	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
19	01/PSD-19 Budget Analysis	1	2	12	1	700	OL	-	OL	-	12	7152	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
20			2	4	2	700				-	3	1330	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
21			2	2	12	700				-	744	369216	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
22																												
23																												
24	01/PSD-20 "Missing"																											
25	01/PSD-21 Accident Report	7	2	4	As happens "A"	700	OS	HR	OL	1	3	1330	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
26	01/PSD-22 Printing Services Production Rpt.	1	1	2	12	700	OL/PSD	-	OL	-	744	369216	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
27	01/PSD-23 (Wag) Board Employee Shift Changes	7	2	5	As Occurs "B"	700	OP	-	OL	1	1	600	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
28	01/PSD-24 WAE Staff Employee Report	1	2	4	26	700	OL	6A 20-42	OL	1	4	2600	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
29	01/PSD-25 Rpt. of Overtime Hours Worked	1	1	2	26	700	OL/PSD	-	OL	-	144	35352	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
30	01/PSD-26 Rotation of Essential Employees	1	2	4	1	700	OL	41 50-4	OL	-	-	107	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
31	01/PSD-27 Non-Production Clouds	1	1	2	52	700	OL/PSD	-	OL	1	312	273832	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
32	01/PSD-28 Silver Recovery	4	1	6	2	700	GSA FPMR-A	-	OL	2	10	19748	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
33	01/PSD-29 NIS Volume & Throughput Rpt.	1	1	1	12	700	OL/PSD	-	OL	-	1	468	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
34	01/PSD-30 PSD Statistics	1	1	2	12	700	OL/PSD	-	OL	-	14	7396	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
35	01/PSD-31 Secure Areas Access Rpt.	7	2	4	4	700	OS	-	OL	-	16	7648	-	-	-	-	-	-	-	-	-	-	-	-	-	-		

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Contract No.	Report Title	Type of Report	Number Prepared	Agency	Distribution	Processing	Authority Source	Cite Number	Preparing Component	Funder Reports	Manual Reports	Cost	Computer Reports	Cost
04/150-32	"Missing"													
04/150-33	Report of Discussion, Safety Inspections	1	2	4	6	1	70	04/150	-	PSD	-	66	589.68	-
04/150-1	LSD Wky. Activities Rpt. - F-2129	6	2	12	52	1	70	DD S	ADIN 65-7	LSD	1	1066	555.66	-
04/150-2	LSD Statistical Rpt.	1	1	3	12	1	70	04/150	LSPT 7-2	do	1	228	1704.46	-
04/150-3	LSD Statistical (Status of Funds)	1	1	3	12	1	70	do	do	do	1	252	1139.65	-
04/150-4	LSD/PSB Progress Fund	7	1	6	12	2	70	OF	HHR	do	2	12	4824	-
04/150-5	Progress & accomplishments against objectives	1	2	3	1	3	70	OL	LIN 30-17	do	1	6	3702	-
04/150-6	Rpt. of ADP Inqnt. Information (CEAMS)	1	2	4	2	3	70	OL	L1 70-13	do	-	4	2108	-
04/150-7	Rpt. of Manual & Trans. Aides	1	-	5	1	2	70	OL	-	do	-	1	277	-
04/150-8	Motor Pool Assigned Vehicle Rpt.	1	1	3	12	2	70	OL	LSD 70-2	do	1	84	291.84	-
04/150-9	Accident	7	1	5	as follows "30"	3	70	OS	HR	do	-	90	496.50	-
04/150-10	Safety Rpt.	7	2	4	1	3	70	OS	HR	do	-	1	427	-
04/150-11	Consolidated Memo Receipt (OMR) (7811)	1	4	2	2	1	70	OL	-	OCS	1	2	15.46	-
04/150-12	Consolidated Memo Receipt (OMR) (7800)	1	4	2	1	1	70	OL	-	OCS	1	3	23.19	-
04/150-13	Craftsman Comm.	6	1	-	4	-	70	HR	HR	do	-	12	106.30	-
04/150-14	101 Reg. Corp. Status Rpt.	1	3	5	4	2	70	OL	-	LSD	-	12	6848	-